

**Substantial Amendment to City of Harrisburg  
2008 Consolidated Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program  
AVAILABLE FOR PUBLIC COMMENT**

The City of Harrisburg seeks to amend its approved 2008 Consolidated Action Plan in accordance with the Plan's citizen participation process. The substantial amendment allows for the application and use of American Recovery and Reinvestment Act of 2009 funds allocated under the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The US Department of Housing and Urban Development (HUD) has allocated \$855,478.00 to the City of Harrisburg for use under the HPRP.

HPRP funds will be used for the following eligible homelessness prevention activities as detailed in the HPRP Notice:

- **Financial Assistance (\$665,899.00)** – short- and medium-term rental assistance, security deposits, utility deposits and payments, moving cost assistance, and motel and hotel vouchers;
- **Housing Relocation and Stabilization Services (\$142,528.00)** - case management, outreach, housing search and placement, legal services, mediation, and credit repair;
- **Data Collection and Evaluation (\$4,277.00)** – costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds (maximum 0.5% of allocation), and
- **Administration (\$42,774.00)** – costs associated with administration of HPRP grant. (Maximum 5% of allocation.)

Use of HPRP funds under this Substantial Amendment are consistent with the City of Harrisburg Consolidated Plan 2005-2010 and "Home Run – The Capital Area's 10-Year Blue Print to End Chronic Homelessness (Home Run)" addressing the needs of homeless individuals and families.

**PUBLIC COMMENTS**

The 2008 Consolidated Action Plan Substantial Amendment is available to citizen for review and comment. Copies are available by contacting the Department of Building and Housing Development. Citizens should submit written comments to Kathy A. Possinger, Deputy Director for Housing within 12 days, beginning April 15, 2009, at the address below. Copies of the Five-Year Consolidated Plan and Home Run are also available.

**PUBLIC MEETING**

A public meeting will be held on Tuesday, May 5, 2009 at 5:35 p.m. in City Council Chambers, Martin Luther King, Jr. City Government Center, 10 North 2<sup>nd</sup> Street, Harrisburg. Citizens will have the opportunity to make final comments on the Substantial Amendment at this meeting before a committee of City Council. For more information, contact: City of Harrisburg, Dept. of Building and Housing Development (DBHD) Dr. Martin Luther King, Jr. City Government Center, 10 North 2<sup>nd</sup> Street, Harrisburg, PA 17101 Telephone: 717-255-6480 (TTY: 717-255-3131).

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

*Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.*

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

**A. General Information**

<b>Grantee Name</b>	City of Harrisburg
<b>Name of Entity or Department Administering Funds</b>	Department of Building and Housing Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Kathy A. Possinger
<b>Title</b>	Deputy Director for Housing
<b>Address Line 1</b>	The Rev. Martin L. King City Government Center
<b>Address Line 2</b>	10 North 2 <sup>nd</sup> Street, Suite 206
<b>City, State, Zip Code</b>	Harrisburg, PA 17101
<b>Telephone</b>	717-255-3054
<b>Fax</b>	717-255-6421
<b>Email Address</b>	<a href="mailto:kpossinger@cityofhbg.com">kpossinger@cityofhbg.com</a>
<b>Authorized Official</b> (if different from Contact Person)	Stephen R. Reed
<b>Title</b>	Mayor
<b>Address Line 1</b>	The Rev. Martin L. King City Government Center
<b>Address Line 2</b>	10 North 2 <sup>nd</sup> Street, Suite 201
<b>City, State, Zip Code</b>	Harrisburg, PA 17101
<b>Telephone</b>	717-255-3040
<b>Fax</b>	717-255-3036
<b>Email Address</b>	<a href="mailto:mayor@cityofhbg.com">mayor@cityofhbg.com</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.harrisburgpa.gov">www.harrisburgpa.gov</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$855,478</b>
<b>Amount Grantee is Requesting</b>	<b>\$855,478</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

### **B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The City of Harrisburg, through implementation of the Citizen Participation Plan, provides the following information to citizens, public agencies, and other interested parties via public meetings: (1) the amount of assistance the City expects to receive (including grant funds and program income); (2) the range of activities that may be undertaken; and (3) the estimated amount of funds that will benefit persons of low and moderate income.

The City will provide citizens with the opportunity to comment on this substantial amendment to the Consolidated Plan. Prior to implementing and substantial change, the City will provide citizens with information on the proposed amendment by publishing a public notice of the proposed amendment as an advertisement in the *City Calendar* (or other publication of general circulation) and by mailing a description of the proposed amendment to the Citizen Participation mailing list.

The City will provide at least 12 days (as prescribed by the HPRP notice) for citizens to submit written or oral comments or views on the proposed amendment. The comment period will begin on April 15, 2009 and end on April 27, 2009. The City will consider these comments or views of citizens in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment of the Consolidated Plan. The City will also comply with any additional actions required by local law.

Additionally, a public meeting of the Harrisburg City Council Community and Economic Development Committee was held on Tuesday, May 5, 2009 to accept comment on the proposed substantial amendment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

☐ Grantee did not receive public comments.

☐ Grantee received and accepted all public comments.

☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

### **Response:**

#### **C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other (Specify: \_\_\_\_\_)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Harrisburg, working in conjunction with Dauphin County, will seek proposals from eligible entities to assist in carrying out the eligible activities of the Homelessness Prevention and Rapid Re-Housing program. A competitive Request for Proposals will be released and distributed through direct mail, advertisement in the *Patriot News*, and made available for download on the City of Harrisburg website ([www.harrisburgpa.gov](http://www.harrisburgpa.gov)). Capital Area Coalition on Homelessness (CACH) resources will assist with the notification through the Homing In Newsletter and presentations to service providers at regular Coalition meetings.

Once received, applications will be reviewed for eligibility and fundability as per the HPRP guidelines; ability of the organization to carry-out proposed eligible activities such as short and long term rental assistance, housing relocation and stabilization, data collection and evaluation including HMIS costs, and administrative costs within the prescribed grant timeline; and ability to demonstrate consistency with the City of Harrisburg Consolidated Plan, Continuum of Care Goals and Objectives, and the City of Harrisburg and Dauphin County adopted "Home Run – The Capital Area's 10-Year Blue Print to End Chronic Homelessness (Home Run)". The City and Dauphin County will work together with the CACH to evaluate applications using these methods.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Response: The City of Harrisburg and Dauphin County will work cooperatively as described above to review submitted proposals for funding and execute funding agreements with eligible applicants by the September 30, 2009 deadline. Commitment of funds will be demonstrated through a signed subrecipient contract and subrecipient set-up on the IDIS disbursement system.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: Subgrantees will be required to submit monthly progress reports detailing their implementing of the activities contracted with the City. Although these reports will be required monthly, requests for disbursement of funds must only be made at least quarterly.

For monitoring and transparency purposes, monthly reports shall contain, at minimum, the following information:

- Number of unduplicated clients served
- Demographic information of clients served (including race, age, sex, income, household size/makeup)
- Level of assistance provided

On-site monitoring of subgrantees will be conducted by City staff to assure compliance with documentation requirements and delivery of service. Monitoring will occur at least annually. The City will reserve the right to monitor more frequently if subgrantee progress reports indicate a decreased level of capacity to comply with the terms of the contract or the subgrantee's inability to meet the minimum thresholds of the agreement.

The City will also provide HUD with the required quarterly performance reports on the use of funds. The first report will be provided to HUD no later than October 10, 2009 and will include total amount of funds received, amount of funds allocated to eligible activities, amount of funds expended, the estimated number of individuals and families served and the estimated number of new jobs created or jobs retained.

### **D. Collaboration**

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Response: The City of Harrisburg and the County of Dauphin have a rich history of collaboration around several initiatives. Staff from the City of Harrisburg's Bureau of Housing, who will administer this grant, has already begun planning and collaboration with staff from the Dauphin County MH/MR Program, to conduct parallel processes to maximize the effectiveness and efficiency of the allocation of HPRP funds that each entity expects to receive. The collaboration will include development of a Request for Proposal process, prioritization of funds, collaboration in the development of selection criteria, and collaboration in the awarding of projects to prevent duplication of effort and to assure the availability of funds for citizens throughout the City of Harrisburg and the County of Dauphin.

The City of Harrisburg is also a partner agency in the CACH. CACH, a non-profit 501 (c) 3 organization, serves as the umbrella organization that provides structure, oversight, and administrative support in organizing the efforts of all homeless service providers in the Capital Region. Through CACH, and our direct contractual relationship for Emergency Shelter Grants the City can also collaborate effectively with organizations serving the same target population.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: The City of Harrisburg is the lead agency in submitting our community's annual Continuum of Care application to HUD. The City and County of Dauphin also collaborate in the Continuum of Care, and are members of CACH. CACH also developed the Home Run, and CACH is responsible to implement the action steps outlined in the plan, which also serves to leverage collaboration with CoC recipients and mainstream resources.

The City of Harrisburg will, through active participation in CACH, be able to assure multi-level collaboration around the use of the HPRP funds. Both the City and County of Dauphin will rely upon the membership of CACH and the members of the CACH Coordinating Committee to help inform the RFP process, and for input in the selection criteria. We will also utilize CACH to help disseminate information about HPRP funding, resources, and processes to our service system and the general public through press releases and electronic newsletters. CACH also participates in the oversight and training for all HUD funded HMIS users in our Continuum of Care. Dauphin County MH/MR staff also collaborates with CACH staff in coordinating the use of HMIS for providers under contract with the County of Dauphin to provide services through the MH/MR Program for Emergency Shelter Grant and Pennsylvania's Homeless Assistance Funds.

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3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The City of Harrisburg's Consolidated Plan (Plan) seeks to ensure homeless in the City have access to needed shelter and services. The City strategically works with the CACH to coordinate services that meet the needs of homeless, address issues that create homelessness, and develop systems to house chronically homeless.

As an extension to each agency's Plan, the City in partnership with Dauphin County and the CACH adopted the Home Run which in 2007. Home Run sets the course to reduce all types of homelessness by investing resources in a coordinated, sustained effort that addresses its underlying causes. Using the Housing First/Housing Plus Model, the Home Run focuses on housing services, prevention and partnerships, leverage, and public awareness to:

- Increase the number of homeless placed into permanent housing.
- Provide community based services and support that prevent homelessness and opportunities for recurrence, and
- Increase public awareness of what is necessary to end homelessness.

HPRP financial assistance - short and medium term rental assistance, security deposits, utility deposits and payments, moving cost assistance, and motel and hotel vouchers - and housing relocation and stabilization services - case management, outreach, housing placement, legal services, and credit repair - will allow the City to meet the goals of both the Plan and Home Run by rapidly re-housing those who find themselves homeless and providing the much needed assistance to prevent homelessness from occurring and recurring.



## Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

### **E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re- housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$332,950.00	\$332,949.00	\$665,899.00
Housing Relocation and Stabilization Services <sup>2</sup>	\$71,264.00	\$71,264.00	\$142,528.00
<b>Subtotal</b> (add previous two rows)	<b>\$404,213.00</b>	<b>\$404,213.00</b>	<b>\$808,427.00</b>

  

Data Collection and Evaluation <sup>3</sup>	\$4,277
Administration (up to 5% of allocation)	\$42,774
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$855,478</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
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**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Signature/Authorized Official

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Date

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Title